

Resume Worksheet for the Job Centers of Lake County

1 N. Genesee St. Waukegan, IL 60085 (847) 377-3450	800 Lancer Ln. Grayslake, IL 60030 (847) 543-7400
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Resume Worksheet

This worksheet will help you organize the information you need to write your resume. It is broken down by the individual components that make up a resume.

Name: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Fax: _____ E-Mail: _____

Job Objective Statement

This statement should include the position you want and the skills you want to use.

Career Summary/Skills Statement

Number of years experience: _____

Key accomplishments in field: _____

Personal strengths or characteristics important to objective: _____

Education and Training Section

List your highest levels of education and any training pertinent to your objective.

School (Highest level) : _____

City and State: _____

Field of Study/Courses: _____

School: _____

City and State: _____

Field of Study/ Courses: _____

Additional Types of Certification or Training

Work Experience Section

Most Recent or Present Job title: _____

Dates of employment (month/year): From: _____ To: _____

Organization name: _____ City and State: _____

Duties, responsibilities and accomplishments: _____

Next Most Recent Job title: _____

Dates of employment (month/year): From: _____ To: _____

Organization name: _____ City and State: _____

Duties, responsibilities and accomplishments: _____

Next Most Recent Job title: _____

Dates of employment (month/year): From: _____ To: _____

Organization name: _____ City and State: _____

Duties, responsibilities and accomplishments: _____

Next Most Recent Job title: _____

Dates of employment (month/year): From: _____ To: _____

Organization name: _____ City and State: _____

Duties, responsibilities and accomplishments: _____

Volunteer Experience, Hobbies, References and Awards

If you include information in this area only include information that is relevant to the position you are seeking. It is important that you include volunteer activities. ***Do not include information unrelated to job performance such as marital status, health, weight and age.*** It is not necessary to include reference on the resume but it is helpful to prepare a separate list of references to give to the employer when asked.

ACTION WORD LIST

EFFECTIVE “ACTION” WORDS
for use in identifying skills on the resume

acted	cut	innovated	recommended
administered	defined	installed	recorded
adapted	delegated	instructed	recruited
adjusted	delivered	introduced	reduced
advised	demonstrated	invented	regulated
analyzed	derived	investigated	reinforced
applied	designed	kept	reorganized
appraised	determined	led	repaired
approved	developed	managed	reviewed
arranged	diagnosed	maintained	revised
assembled	directed	mediated	scheduled
assisted	drew up	monitored	screened
balanced	drilled	negotiated	sculpted
billed	edited	notified	selected
blasted	eliminated	observed	served
bound	enabled	opened	serviced
briefed	enforced	operated	set criteria
built	engaged	ordered	set up
cared for	engineered	organized	shipped
carried out	entertained	packed	sold
clarified	established	participated	solved
cleaned	expanded	perceived	structured
coached	expedited	performed	summarized
communicated	evaluated	planned	supervised
compiled	facilitated	prepared	supported
completed	farmed	presented	surveyed
composed	fashioned	processed	taught
computed	filed	produced	teamed with
conducted	formed	programmed	tested
constructed	formulated	proposed	trained
contracted	gathered	proved	translated
controlled	generated	provided	tuned
cooked	guided	publicized	tutored
coordinated	illustrated	published	typed
created	improved	punched	updated
cultivated	increased	received	wrote